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Comptroller Policy Planning
Group Chairman


17 September 1959

Chief, M.R.D.

E.D.P. Planning Program for Office of Comptroller.

On several occasions I have discussed with you informally the establishment of an E.D.P. Planning Program for Office of Comptroller.

Attached is a suggested E.D.P. Program. Since the proposed program calls for participation by several components of the Office of Comptroller I recommend it be placed on the Comptroller Policy Planning group Agenda at the next meeting scheduled for 18 Sept. 1959.

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E. D. P. Planning Program for Office of Comptroller

I. Objective:

- A. To convert by March 1, 1960 from EAM to EDP the following jobs:

Present form	Revised form
1. Vouchered Payroll and Leave	1. Unvouchered Leave and Computation Method of Payroll
2. Financial Accounting	2. Personnel Status and Statistics
3. Fiscal Accounting	
4. Supply Control	

- B. Establish the financial information and reporting requirements of the Agency.

- C. To begin studies immediately as outlined in paragraphs IC and II with personnel outlined in paragraph III for long term objective (approximately 2 years) of integrated EDP system.

II. Data Analysis and Basic Problem Definition:

- A. Design of a system which will meet the established requirements.

1. Organization of runs.
2. Organization of files.

- B. Analyze key documents in terms of data usage and content.

- C. Preparation of Summary Flow Charts.

III. Personnel:

- A. Employees making the studies outlined in paragraphs IC and II must be familiar with the application i.e. budget being considered for E.D.P. processing.

- B. The following number of employees should be furnished immediately to make the studies:

Budget Division 1

Finance Division
Accts. Br. 2
Payroll Br. 2

Fiscal Division
Accts. Br. 1

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- C. If the conversion of the Payrolls and Accounting applications to E.D.P. is completed on or about 1 March 1960, a sufficient number of slots to accomodate the personnel needed in paragraph B above will be released by MRD as of 1 April 1960 for use by the Components furnishing the study personnel.

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